

2014

**South Coast AREA
Service Committee NA**

**SCASCNA
Guidelines**

I. NAME AND BOUNDARIES

- A. This body shall be known as the South Coast AREA Service Committee of Narcotics Anonymous, hereinafter known as SCASCNA
- B. The SCASCNA boundaries are: south of Sand Canyon Road, east to Riverside County line and south to San Diego County line
- C. The SCASCNA will be referred to as the AREA in the Guidelines

II. PURPOSE

The AREA serves but one purpose:

To Assist the Groups in Carrying the NA Message of Recovery

III. FUNCTIONS

- A. The **AREA** shall operate using:
 - i. The Twelve Traditions of Narcotics Anonymous
 - ii. The Twelve Concepts of NA Service
 - iii. The AREA guidelines
 - iv. Roberts Rules of Order Newly Revised
 - v. A Guide to Local Services in Narcotics Anonymous
- B. The AREA executive committee shall conduct an end of the year physical, financial, and service inventory of all subcommittees and report their findings at the end of their term and/or change of office
- C. The AREA will meet the last Sunday of each month at 6:30 pm except with prior notification of changes
- D. The AREA guidelines will be reviewed and presented yearly during the executive body's term of service. *By the Executive Committee before the April ASC to be submitted to the AREA by the May meeting, final vote at the June meeting*

IV. PARTICIPANTS

- A. Chairperson
- B. Vice-Chairperson
- C. Treasurer
- D. Alternate Treasurer
- E. Secretary
- F. Alternate Secretary
- G. Regional Committee Member (RCM)
- H. Alternate Regional Committee Member (Alt. RCM)
- I. Group Service Representatives (GSR)
- J. Group Service Representatives Alternates (GSR Alt.)
- K. Sub-Committees via their Chairpersons
- L. Parliamentarian

- M. Members of NA
- N. AREA Liaisons to Other Bodies

V. EXECUTIVE BODY OF THE AREA

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Alternate Treasurer
5. Secretary
6. Alternate Secretary
7. Literature Distribution
8. Alternate Literature Distribution
9. *Regional Committee Member (RCM)*
10. *Alternate Regional Committee Member (Alt. RCM)*

A. General Requirements

- i. Willingness to serve
- ii. Personal time and ability to serve
- iii. Working knowledge of:
 1. The Twelve Steps of NA
 2. The Twelve Traditions of NA
 3. The Twelve Concepts of NA Service
 4. A Guide to Local Services in Narcotics Anonymous
 5. Abridged version of Roberts Rules of Order
- iv. Continued clean time during term of office
- v. Has not been convicted within the last two years of any monetary crimes (i.e., felony or misdemeanor)
- vi. Has not misappropriated NA funds
- vii. Has not served for two terms in the last three years in the same office with the exception of the RCM and RCM Alternate who may not serve for more than three terms in the last four years
- viii. Does not hold an executive position on any AREA subcommittee
- ix. Does not hold an AREA group position of GSR or Alternate GSR
 - x. Are encouraged to stay until the close of AREA business
 - xi. Must be active in the Fellowship of NA
 - xii. Must meet the specific requirements of the position
 - xiii. Must be present physically at the time of nominations
 - xiv. Alternate-type positions do not automatically assume the vacated position
 - xv. Does not express opinions outside what their official duties call for during the ASC (refer to Robert's Rules of Order)
 - xvi. Ensures that the AREA meeting room is left in an orderly fashion

B. General Duties

- i. Attend the ASC meeting

1. Absence at two consecutive meetings by any elected officer may be cause for removal
 2. Count all AREA Funds in the presence of at least one other AREA member
- ii. Outgoing officers are encouraged to
1. Remain active within the AREA
 2. Help train newly-elected officers

C. Election

- i. Nominations for all executive body positions will be held in December
- ii. Elections for all executive body positions will be held in January
- iii. All executive body positions will take office in February
- iv. In the event of a vacated office, special elections may be held to fill the position temporarily until the next regularly scheduled election

D. Members

i. CHAIRPERSON

1. Requirements
 - a. Four years clean
 - b. Service at the AREA level for at least two years
 - c. Has not embezzled or misappropriated any funds; NA or otherwise, for the length of this position's clean time requirement
2. Duties
 - a. Arranges the agenda
 - b. Presides over the ASC meeting
 - c. Maintains order at the ASC meeting
 - d. Facilitates the pros and cons
 - e. Initiates any necessary correspondence
 - f. Maintains a good working relationship with all other officers of the committee
 - g. Co-Signer of the AREA bank account
 - h. Votes only in the case of a tie
 - i. Initiates audits of the AREA ledgers and journals
 - j. Arrives at the ASC meeting 1 hour early every month to conduct the new GSR Orientation
 - k. Before a vote on any financial matter he or she shall request the input of the Treasurer
 - l. Maintains communication with the facility in which the AREA meets
 - m. Coordinates meeting dates with the facility
 - n. Files a pre-approval form before April securing access to the facility for the upcoming year of meetings

o. Only opens the ASC with The Gratitude Prayer

3. Term

a. One Year

ii. VICE CHAIRPERSON

1. Requirements

- a. Three years clean
- b. Service at the AREA level for at least one year
- c. Willingness to serve as Chairperson the following term
- d. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement

2. Duties

- a. Performs Chairperson's duties in the absence of the Chairperson
 - 1) Only votes when acting as Chair in case of a tie
- b. Stays informed of all the committees' activities, and is the direct liaison between the subcommittees and the AREA
- c. Co-signer on the AREA bank account
- d. Archives older records
- e. Facilitates active subcommittees as needed under the direction of the AREA
- f. Makes sure all subcommittee reports are received
- g. Acts as Chair of any formed Ad-Hoc Committee

2. Term

a. One Year

iii. SECRETARY

1. Requirement

- a. One year clean
- b. Service at the AREA level of at least one year
- c. Access to a computer

2. Duties

- a. Takes accurate minutes of each meeting
- b. Submits unapproved minutes to webmaster within two weeks of previous ASC meeting. Distributes such minutes at the following ASC meeting
- c. Keeps the current list *of* AREA participants
- d. Attends the annual AREA Guidelines Review

- e. Sees that a copy of the AREA informational package (including AREA guidelines, A Guide to Local Service, and the New GSR Orientation package) is issued to all new GSRs, GSR alternates, and committee chairpersons
- f. Keeps a file of all monthly minutes throughout their term and submits them to the Vice Chairperson at the end of the term
- g. Keeps a separate file of all motions and their resolution
- h. Maintains established documents for the AREA including but not limited to
 - 1) GSR Report Form
 - 2) Motion Request Form
 - 3) GSR phone/email list
 - 4) Meeting Update Forms
- i. Does not vote

- 3. Term
 - a. One Year

iv. ALTERNATE SECRETARY

- 1. Requirements
 - a. One year clean
 - b. Service at the group level for at least six months
 - c. Access to a computer
 - d. Willingness to serve as secretary the following term
- 2. Duties
 - a. Performs the Secretary's duties in the absence of the Secretary
 - b. Assists the Secretary with all duties as needed
 - c. Does not vote
- 3. Term
 - a. One Year

v. TREASURER

- 1. Requirements
 - a. Four years clean
 - b. Service at the AREA level for at least one year
 - c. Accounting experience strongly suggested
 - d. Must have access to a computer
 - e. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement

2. Duties

- a. Custodian of the AREA bank account
- b. Makes sure bank account signature cards are changed before the next ASC meeting after election
- c. Gives written and verbal financial report of monthly reconciliation at every ASC meeting, with copies available to all GSRs
- d. Submits a copy of monthly bank *account statement* to AREA Vice Chair
- e. Makes all financial records available by request of the AREA
- f. Co-signer on the AREA bank account
- g. Prepares donation to the RSC
- h. Gives a written and verbal report monthly on the AREA's prudent reserve
- i. Participates in the annual audit
- j. Must make all AREA deposits the next business day
- k. Shall be responsible to collect all proceeds from literature sales
- l. Responsible for delegation of picking up the AREA mail
- m. Does not vote

3. Term

- a. One year

vi. ALTERNATE TREASURER

1. Requirements

- a. Three years clean
- b. Service at the AREA level for at least one year
- c. Accounting experience strongly suggested
- d. Must have access to a computer
- e. Willingness to serve as Treasurer the following term
- f. Co-signer on the AREA bank account
- g. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement

2. Duties

- a. Assists Treasurer in all duties
- b. Keeps independent duplicate copy of financial records
- c. Participates in the annual audit
- d. Performs the duties of the Treasurer in the absence of the Treasurer
- e. Does not vote

3. Term
 - a. One Year

vii. LITERATURE DISTRIBUTION

1. Requirements
 - a. Two years clean
 - b. Service at the AREA for at least one year
2. Duties
 - a. Order literature every month
 - b. Bring literature to ASC meeting
 - c. Distribute literature at ASC meeting
 - d. Check inventory at end of every monthly meeting
 - e. Give monthly report at ASC meeting
 - f. Schedule literature subcommittee meetings and create agenda for the meeting as needed
 - g. At the conclusion of the 1-year commitment the literature chair will participate in conducting an inventory count of the literature with another AREA trusted servant

viii. ALTERNATE LITERATURE DISTRIBUTION

1. Requirements
 - a. One year clean
 - b. Service at the group level for at least six months
 - c. Willingness to serve as Literature Chair the following term
2. Duties
 - a. Assist Chair with distribution and duties at ASC meeting
 - b. Perform the Chair's duties in the absence of the Chair

ix. REGIONAL COMMITTEE MEMBER

1. Requirements
 - a. Three years clean
 - b. Service at the AREA level for at least two years
2. Duties
 - a. Represent the AREA at the SCRSCNA
 - b. Picks up the AREA's Literature from the SCRSO or designates one of the participants listed on page 2, section IV A thru H, L of NA to do so
 - c. Must evaluate each item he or she votes on with the needs of the AREA and its members in mind

- d. Providing two-way communication between the AREA and the region
- e. Attends all ASC meetings
- f. Helps maintain communication with all members of the AREA
- g. Provides experience, strength and hope on problems within the AREA
- h. Acts as a source of information and guidance in matters concerning the Twelve Traditions of NA
- i. Acts as a source of information and guidance in matters concerning the Twelve Concepts of NA Service
- j. Has a vote of confidence from the AREA to represent the AREA on all matters put forward at the SCRSCNA
- k. Provides monthly written and/or email reports of RSC business to AREA officers and GSR's
- l. Maintains a file of all RSC minutes and Regional Treasurer reports for a minimum of two years
- m. **Provides and coordinates a mini-workshop to assist the members of the AREA in understanding the Conference Agenda Report (CAR). Will submit a financial request to the AREA via a Motion to fund the workshop.**
- n. Has one vote at the AREA
- o. *Shall carry the AREA vote to the RSC*

3. Term

- a. One Year

x. ALTERNATE REGIONAL COMMITTEE MEMBER

1. Requirements

- a. Three years clean
- b. Service at the AREA level for at least two years
- c. Willingness to serve as RCM the following term

2. Duties

- a. Performs duties of RCM in the absence of RCM
 - 1) Does not vote unless the RCM is absent
- b. Attends RSC meetings with the RCM
- c. Attends the ASC meeting and helps the RCM maintain communication with the groups
- d. Prepares for RCM duties by working closely with the RCM

3. Term

- a. One Year

VI. VOTING MEMBERS OF THE AREA

A. General Requirements

- i. All participants are encouraged to attend all ASC meetings
- ii. All participants are encouraged to stay until the close of business
- iii. Must use NA language in their position
- iv. No member can hold any position in the AREA that requires access to AREA funds that has embezzled or misappropriated any funds, for the length of said position's clean time requirement
- v. Alternate-type positions do not automatically assume the vacated position
- vi. Must meet the specific requirements of the position

B. General Duties

- i. Attend the ASC meeting
- ii. Help train the next member who will hold the position
- iii. Cooperate in maintaining an atmosphere of respect for other members
- iv. Count all AREA funds in the presence of at least one other AREA member

C. Members

- i. A Recognized Group via:
 1. Group Service Representatives (GSR)
 - a. Requirements
 - 1) Elected by a NA Group in the South Coast AREA
 - 2) Carry the conscience of the Group that elected them
 - 3) Absence at two consecutive ASC meetings will cause their group to go inactive
 - a) An inactive group will be removed from the quorum count of the AREA
 - b) The group becomes active when the GSR or alternate GSR attends the ASC meeting
 - c) ***Six consecutive absences from the ASC shall result in removal from the AREA Directory. On the fifth absence at the AREA, the Secretary will announce that the meeting will be notified that if they miss the next scheduled AREA, the meeting will be removed from the Meeting Directory.***
 - b. Duties
 - 1) Bring to the AREA all matters of concern from their Group

- 2) Bring to their group all matters of concern from the AREA, SCRSCNA, NAWS
- 3) Help inform their group
- 4) Has one vote in all matters

c. Term

- 1) Determined by their group

d. Attendance at GSR training

2. Group Service Representatives Alternates (GSR Alt.)

1. Requirements

- a. Elected by a NA Group in the South Coast AREA
- b. Carry the conscience of the Group that elected them
- c. Duties

- 1) Bring to the AREA all matters of concern from their group
- 2) Bring to their group all matters of concern from the AREA, SCRSCNA, and NAWS
- 3) Help inform their group
- 4) Has one vote in all matters when their GSR is not present at the AREA
- 5) Acts as the GSR when their GSR is not present at the AREA
 - a) When acting as the GSR their presence will count to re-activate their group's status as an active group of the AREA

d. Term

- 1) Determined by their group

e. **Required** attendance at GSR training

ii. A New Group via a Group Service Representatives (GSR)

1. Requirements

- a. Send a Group Service Representative (GSR) to the South Coast AREA Service Committee to request inclusion to this service body
 - 1) The AREA recommends that the GSR should be chosen by the process outlined in "The Guide to Local Service"
- b. Submit a group registration form to the AREA
 - 1) This requires:
 - a) The name of the group
 - b) The meeting:

- I. Location
- II. Day(s)
- III. Time(s)
- c) GSR contact information

2) Be bound to:

- a) The Twelve Steps of NA
- b) The Twelve Traditions of NA
- c) Keep all group meeting information updated with the AREA

2. Recognition as a member of the AREA starts with attendance at the second consecutive meeting

iii. Committees via their Chairpersons

1. General Requirements

- a. Committees are directly responsible to the AREA
- b. Keep and have receipt books available for purposes of organization and documentation
- c. Keep minutes of their meetings
- d. Shall not create a guideline which conflicts with the guidelines of the AREA
- e. All motions brought before at the ASC meeting by a committee will be considered in the new business session of the AREA

2. General Duties

- a. Abide by the direction of the AREA
- b. Adhere to the Twelve Traditions of NA
- c. Adhere to the Twelve Concepts of NA Service
- d. Carry a clear NA message in all service activities

3. STANDING COMMITTEES via their Chairpersons

a. Requirements

1) Submit sub-committee guidelines annually

- a) Guidelines should include but are not limited to the following:

- I. Name
- II. Purpose
- III. Function
- IV. Sub-Committee Voting procedures
- V. Meeting time

2) Submit all guideline changes in writing for approval by the AREA

3) In June elect a Chairperson to be confirmed into the

- office by the AREA at the July ASC meeting
- 4) Elect a Vice-Chairperson to be confirmed into the office by the AREA at the July ASC meeting
- 5) No elected officer may hold another GSR or Alternate GSR position, chairperson or vice chair sub committee position, or an executive body position in the AREA
- 6) All nominees must be present at the time of confirmation
- 7) Submit a monthly written synopsis of the subcommittee's activities
- 8) Submit a quarterly written report of all financials in the months of September, December, March, and June
- 9) After the election of new officers within a sub-committee, the new chair, old chair, and vice-chair of the AREA must perform an audit of all assets and have the report ready within 30-days
- 10) A Standing Committee has one vote at the ASC meeting in non-financial matters
 - a) No sub-committee representative may vote in matters directly pertaining any sub-committee

b. Approved Standing Sub-Committees

- 1) Hospitals and Institutions
- 2) Activities
- 3) Public Information
- 4) Clean Sheets
- 5) Youth Liaison

4. AD HOC COMMITTEES

a. Requirements

- 1) Created by a majority vote of the AREA

b. Duties

- 1) Perform their specific task
- 2) Report to the AREA on their progress
- 3) Report to the AREA when their task is completed

c. Term

- 1) Until their task is completed
- 2) Until terminated by the AREA

d. Chairperson

- 1) Responsible for all reports from the committee
- 2) May make motions regarding the committee

- 3) Cannot vote on the committee's motions
- 4) Cannot second the committee's motions

v. Parliamentarian

1. Requirements

- a. Five years clean
- b. Service at the AREA level for at least two years
- c. Comprehensive knowledge of:
 - 1) The Twelve Steps of NA
 - 2) The Twelve Traditions of NA
 - 3) The Twelve Concepts of NA Service
 - 4) A Guide To Local Services in Narcotics Anonymous
 - 5) Working knowledge of Robert's Rules of Order
Newly Revised edition

2. Duties

- a. To see that the rights of the minority are protected
- b. To see that the group conscience is reflected
- c. Displays partiality to none
- d. Ensures that there is consideration of only one subject at a time
- e. Advise the Chairperson of the AREA on parliamentary procedure
- f. Advise the membership of the AREA on parliamentary procedure
- g. Assist the members of AREA with formulating motions
- h. Offers interpretations of the Guidelines, Twelve Traditions of NA, The Twelve Concepts of NA Service and a Guide to Local Services in NA
- i. Serves as Chair of the AREA annual guidelines review
- j. Helps facilitate the conduct of the ASC meeting
- k. Parliamentarian documents and keeps records of all guideline changes and submits final copy to AREA vice chair at end of the term
- l. Does not vote

1. Term

- a. One Year

VII. VOTING PROCEDURE

- A. A quorum shall consist of two-thirds (66%) of the voting GSR's
- B. A quorum is necessary to carry out voting business
- C. The AREA will strive for unanimous consent
 - i. If dissention exists:
 1. The body will return to discussion

2. As a final resort, the matter will be decided by a majority vote of the members present, unless otherwise indicated in these guidelines
 - a. A majority vote is one-half the voting members present plus one
- D. Election of officers is by a majority of all GSRs and subcommittee chairs present
- E. A two-thirds vote of all GSRs present shall be required to authorize new or additional expenditures by the AREA
- F. A two-thirds vote of the GSRs and all subcommittee chairs present shall be required to submit a motion from the AREA to the Region
- G. A two-thirds vote of all voting members shall be required for the removal of any officer
- H. GSRs are the only participants who may vote on action items
 - i. An action item is any matter that is sent back to the groups for a group conscience
- I. A motion pertaining to money matters may only be seconded by a GSR of the South Coast AREA

VIII. SCASCNA AREA GUIDELINE CHANGES

- A. Procedure One
 - i. A copy of all proposed AREA Guideline changes are to be included in the AREA minutes
 - ii. The vote on the proposed Guideline change is to be taken at the next ASC meeting following the presentation of the proposed Guideline changes
 - iii. All votes taken under this section of the guidelines will be considered action item votes requiring a two-thirds GSR vote
- B. Procedure Two - Emergency Guideline Change
 - i. Any portion of these Guidelines may be waived or amended at any time by a two-thirds vote of the voting body
 - ii. The voting body consists of all active Groups and voting members of the AREA

IX. FINANCES

A. Banking

- i. The AREA shall maintain a bank account requiring two signatures for financial transactions
 1. Signers for this account will be:
 - a. The AREA Chairperson
 - b. The Vice-Chairperson
 - c. The Treasurer
 - d. The Alternate Treasurer

2. They will complete the signature card and any other paperwork required to transfer signing privileges by the next ASC meeting following their election
 - a. The parliamentarian and chairperson of the AREA will coordinate with each other and confirm the signatures on the card at the meetings following their election
- ii. All checks must be signed by two of the following:
 1. Chairperson
 2. Vice-Chairperson
 3. Treasurer
 4. Alternate Treasurer
- iii. No two signers on the AREA's bank accounts may reside in the same household
- iv. Two of the four approved signers must be present or no checks will be written until the next AREA meeting

B. Misappropriation of SCASCNA Funds

- i. Principles
 1. The Eleventh Concept for NA Service is the guiding principle for the use of AREA funds
 2. The Twelve Concepts give the AREA a mandate from the NA Groups that calls for total financial accountability
 3. In accordance with the above, any misuse of funds by AREA trusted servants will not be tolerated
- ii. Definition:
 1. "Misuse of funds" includes, but is not limited to:
 - a. Theft
 - b. Embezzlement
 - c. The use of funds for purposes not expressly authorized by an AREA committee or subcommittee
 2. Funds includes, but are not limited to:
 - a. Cash
 - b. Checks
 - c. Any financial instrument (i.e., refunds from vendors to the NA fellowship)
 - d. Assets (i.e., equipment, supplies or inventory)
- iii. Interim Action – Suspension
 1. Suspicion
 - a. Suspicion is defined as any AREA executive committee member or subcommittee member who has been suspected of misappropriating or misusing AREA funds

- b. The AREA Executive Committee will determine if the information presented has an air of reality or reasonable suspicion before taking action
- c. If the executive body determines that an air of reality does exist then the member(s) will be immediately "suspended" from further AREA service
 - i. Suspension in this instance is not disciplinary action; it is simply a pause in active service to allow time for investigation of the incident
- d. Restrictions during non-disciplinary suspension
 - i. May no longer represent him/herself to the Fellowship or service boards/committees as an officer or member of the AREA or its subcommittees
 - ii. May not be reimbursed for any service-related expenses incurred during the course of his/her suspension.
- iv. Investigation after non disciplinary Suspension
 - 1. The AREA Executive Committee will act as the investigative body
 - 2. The investigation must be full and timely
- v. Reporting requirements after suspension:
 - 1. The AREA Executive Committee must report its findings or its progress at the next AREA meeting
 - a. The presiding officer of the AREA, immediately upon calling the following AREA meeting to order, must report
 - 1) All interim actions
 - 2) All decisions made by the Executive Committee
 - 3) The Executive Committee must fully disclose the alleged misappropriation or misuse of AREA funds
 - 4) The Executive Committee must fully disclose the alleged individual(s) involved
 - a) Any member suspected of misappropriation or misuse of the AREA funds may exercise their Tenth Concept right to redress at this time
- vi. AREA Action – Removal/Reinstatement
 - 1. Once the AREA Executive Committee completes its investigation It reports to the AREA the findings of the suspected misappropriation or misuse of AREA funds and its recommendation on further action
 - 2. The AREA must immediately vote on the recommendation of the executive body
 - a. To remove the individual(s) involved from office and/or committee "with cause"

- 1) Effect of removal of an officer or member with cause:
 - a) Individual's participation within the AREA is immediately terminated
 - b) Any member removed from office and/or committee by the AREA for misappropriation or misuse of AREA funds may not hold an AREA elected seat or handle any funds of the AREA or its subcommittees for a period of five (5) years
 - c) After five (5) years, he/she will be eligible to participate at the AREA

b. To reinstate the individual(s) involved to office and/or committee

c. To extend the investigation

vii. Restitution

1. A member removed from office for the misappropriation or misuse of AREA funds may be subject to criminal and/or civil prosecution by the AREA
2. Members removed from office for the misappropriation or misuse of AREA funds may, at the discretion of the AREA, be asked to sign a promissory note and make restitution

C. Travel

- i. Driving expenses will be reimbursed at the current federal rate per mile up to the maximum specified in the guidelines for subcommittee chairs and alternates
- ii. Any additional travel expenses required shall be submitted to the AREA for approval

D. Prudent Reserve

i. The Estimated Monthly Expenditures are:

1. Activities Travel	\$ 50.00
2. AREA Phone Bill (approx)	\$ 75.00
3. ASC Meeting Rent	\$ 35.00
4. AREA Representative Travel (RCM and or Alt. RCM)	\$ 75.00
5. AREA Representative & Alt. (RCM)	\$ 20.00
6. H&I Administrative Travel	\$ 75.00
7. H&I Literature Buy and Expenses	\$ 325.00
8. H&I Rent	\$ 25.00
9. PI Administrative Travel	\$ 75.00
10. PI/Directory of Creation expenses	\$ 220.00
11. Website	\$ 20.00
12. Clean Sheets	\$ 110.00
13. ASC Administration	\$ 80.00
14. Storage Facility	<u>\$ 70.00</u>

TOTAL \$ 1,255.00

- ii. Activities Sub-Committee shall have operating funds of \$1,500.00
 - 1. These are AREA funds to be kept by Activities for upcoming events
 - 2. These funds shall be audited by the executive body:
 - a. Annually
 - b. When requested by a member of the South Coast AREA
- iii. The AREA's prudent reserve formula:
 - 1. Approximately twice the AREA's monthly expenses plus 10% (\$2,761.00), plus a literature distribution inventory totaling \$2,500.00
 - 2. Using the AREA's prudent reserve formula
 - a. The AREA working prudent reserve is \$5,261.00

E. Expenses that exceed approved budget incurred in the course of service to the AREA

- i. Committees
 - 1. Submit anticipated Costs
 - 2. Obtain approval by the AREA
 - 3. Submit receipts for funds
- ii. Individual
 - 1. Submit anticipated Costs
 - 2. Obtain approval by the AREA
 - 3. Submit receipts for funds

F. Donation

- i. 15% of all monies above the prudent reserve shall be donated to the SCRSCNA on a monthly basis
- ii. All remaining funds above the prudent reserve shall be placed in a fund for special projects
 - 1. This fund will be used for special projects not limited to but may include:
 - a. Newcomer events
 - b. Equipment for the AREA
 - c. Learning days
 - d. Step workshops
 - e. Miscellaneous
 - 2. This fund will be reviewed by the treasurer every month and the treasurer will then report to the AREA on the state of this fund
 - 3. The AREA will then review this report and then may allocate this fund in one or more of the following ways:
 - a. Retain all or part of the fund for an upcoming special project

- b. Donate all or part of the fund to the AREA up to the prudent reserve
- iii. The Donation policy will adhere to section F unless otherwise directed by a two-thirds majority of the voting participants of the AREA

G. SCASCNA Storage facility

- i. Will house the following items:
 - 1. Activities assets:
 - a. coffee maker
 - b. tools
 - c. surplus supplies
 - d. etc.
 - 2. AREA Archives
 - 3. Other relevant items *directly* related to service to the AREA
- ii. The Two keys to the storage facility will go to
 - a. The Vice Chair
 - b. Activities Chair